

CAMPAIGN FINANCE DISCLOSURE FOR COUNTY CLERKS

MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS (02/12)

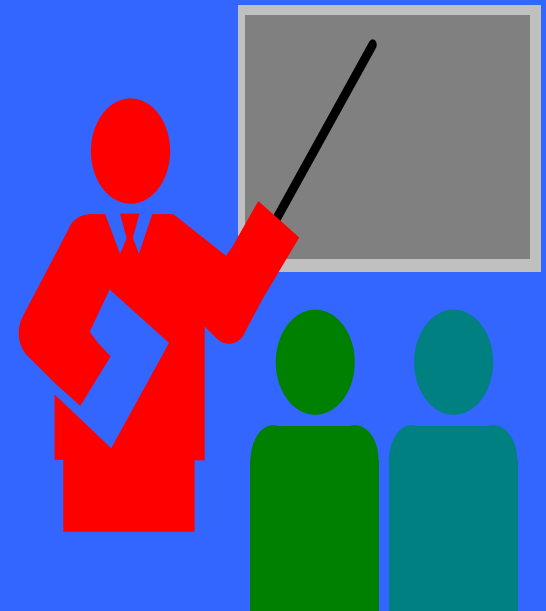


Introduction

- The Michigan Campaign Finance Act provides for public disclosure of the funds spent and received to support or oppose candidates and ballot issues
- Candidate and other committee types are required to register and file campaign statements with the appropriate filing official
- This presentation will introduce you to the disclosure requirements for committees and the duties of county clerks as filing officials

TOPICS:

- County Clerks as Filing Officials
- Types of Committees
- Statement of Organization
- Reporting Waiver
- Campaign Statements and Filing Dates
- Contributions, Limits and Election Cycles
- Expenditures
- Debts and Obligations
- Fundraising Events
- Dissolving a Committee
- Identification Requirements
- Reviewing Campaign Statements
- Notices including Late Filing Fees
- Good Cause Waivers
- Referrals and Complaints
- Purging Files



County Clerks as Filing Officials

- The Michigan Campaign Finance Act (PA 388 of 1976 MCL 169.201 – 169.282) designates the County Clerk as the filing official for local candidates and committees which may be found in a number of Sections including 7, 15, 16, 24 and 36 as well as Administrative Rules 2 and 3 (Please refer to the Act for a complete reading of all sections)
- Questions concerning the statute and rules may be referred to Bureau of Elections in Lansing

Types of Committees

- **Candidate Committee (state or local only, not Federal) - *yellow manual***
- **Gubernatorial Committee – *purple manual***
- **Political and Independent Committees (PAC) – *blue manual***
 - Caucus Committee – *blue manual***
- **Political Party Committee (State Central, Congressional District or County) – *green manual***
- **Ballot Question Committee (BQ) May not support or oppose candidates – *pink manual***

Select for more information on [Committee Types](#)

A Candidate in Michigan

Is an individual who:

- **Files an affidavit, fee or petition to appear on the ballot**
- **Spends or receives any funds to further their nomination or election to office, or gives someone else permission to do so on their behalf**
- **Is nominated at a party convention or caucus**
- **Is a write-in candidate nominated at an election (becomes a candidate 5 days after the nomination is certified)**
- **Is a write-in candidate who is elected at an election (becomes a candidate on the date the election is certified)**

Definition of a Committee in Michigan

- A Michigan Candidate Committee is a committee established by the candidate in order to run for state or local office
- A Candidate Committee may consist of only the candidate who may serve as their own treasurer (the Judicial Canons do not allow a judicial candidate to serve as their own treasurer)
- A Michigan Political, Independent, Political Party or Ballot Question Committee is any group of 2 or more persons acting jointly to influence Michigan elections and who spend or receive \$500 or more during a calendar year

Exclusions from the definition of a Candidate

- A precinct delegate
- A person running for a school board in a system with pupil count of 2,400 or less who spends or receives \$1000.00 or less for the election (they are still subject to contribution limitations and identification requirements)
- A person running for a federal (U.S.) office
- A person running for a position in an Indian tribal government or a private organization such as a labor union or professional association

Statement of Organization

When to File

The Statement of Organization is the form used to register a committee under the Act and contains information that identifies the committee such as the name, type and treasurer.

- Candidates must file their Statement of Organization form within a maximum of 20 calendar days after meeting the definition of a candidate (10 days allowed to form the committee and 10 days allowed to file)
- Political and Independent Committees, Ballot Question Committees and Political Party Committees must file a Statement of Organization form within 10 calendar days after spending or receiving \$500.00 threshold
- Select here to view a Candidate Committee [Statement of Organization form](#)

Statement of Organization

Where to File

- **Secretary of State/Bureau of Elections**
State Level and Judicial Candidates
Political Party Committees
Statewide BQ's and PAC's
- **County Clerks** - County, City, Township, Village or School District Candidates running for an office within a single county or a BQ within a single county file with that County Clerk

Local candidates running for an office that crosses county lines or BQ's that cross county lines file with the County Clerk of the county containing the most eligible voters

Statement of Organization

Timely Filing

- A Statement of Organization sent by certified or registered mail or an overnight delivery service and postmarked on or before the filing deadline will be accepted as timely
- A Statement of Organization sent by first class mail, is hand delivered or sent by any other means must be received on or before the filing deadline
- A late filing fee is assessed if the form is received more than 10 calendar days after the committee formation date listed under Item 5
- Late Fees - \$10.00 per business day /Maximum \$300.00
- Number of copies is determined by the filing official

Statement of Organization

Additional Notes:

- ID#'s are issued after receiving an original Statement of Organization
- Amendments/changes to the form can be filed any time, but are owed with the next campaign statement owed by the committee
- Candidate Committee names must contain candidate's full name
- Mailing Address may be a P.O. Box
- Treasurers and Record Keepers are responsible for committee records
- Depositories must be provided
- Reporting Waiver (Item 10) is covered in detail in the next few slides

The Reporting Waiver

Who qualifies

The Reporting Waiver is a provision that provides that if the committee meets certain conditions, the requirement to file detailed campaign statements can be waived

- A committee that completes Item 10 on an original or amended Statement of Organization

AND

- Does not spend or receive more than \$1000.00 for a single convention, primary or general election (Candidate Committees) or calendar year (PAC, Political Party or BQ Committees)
- The \$1000.00 threshold includes debts, money from previous elections and all contributions both direct and in-kind
- Candidate direct and in-kind contributions apply to the \$1000.00 threshold
- Select here for more information on the [Reporting Waiver](#)

Reporting Waiver

The Reporting Waiver waives the Pre and Post Election/Convention Statements, Annual Campaign Statements

The Reporting Waiver does not waive an original Statement of Organization or amendments to the Statement of Organization, Late Contributions Reports or the requirement to keep detailed committee financial records for a period of 5 years

If a committee does not apply for a waiver or does not qualify for a waiver, all statements must be submitted even if the committee does not spend or receive any money (Late Fees will be assessed)

Reporting Waiver

How is it lost and regained

- The reporting waiver is lost *automatically* if a committee exceeds the \$1000.00 threshold (receipts, expenditures or debts)
- The committee is responsible for knowing if and when the waiver is lost
- Once lost the committee must submit all required campaign statements (Late Filing Fees may apply)
- To obtain the waiver again, the committee must again meet all requirements and submit an amended Statement of Organization with Item 10 completed

Campaign Statements

General Requirements

- Committees without a Reporting Waiver must file detailed Campaign Statements before and after each election they participate in and annually if not exempt
- All Campaign Statements must contain a Cover Page and a Summary Page – Contributions, Expenditures and other Schedule Pages are included as needed
- Each Campaign Statement covers a specific reporting period with no overlaps or gaps in time.
- The filing official may accept faxed filings
- The filing official determines the number of copies required
- The filing official may pre approve substitutes to the official forms
- When Campaign Statements are owed and not filed, a Notice of Failure to File is sent. If the Campaign Statement is filed late, a Notice of Late filing Fee is sent.

Campaign Statements Filing Deadlines

Campaign Statement due dates and coverage periods are determined by the following schedule. The term “close of books” is the cut off date for reporting activity on the Campaign Statement

- **Pre Election (or Convention) Statement**

Close of Books 16 Days before election

Due 11 Days before election

- **Post Election (or Convention) Statement**

Close of Books 20 Days after election

Due 30 Days after election

- **Annual Statement**

Close of Books December 31

Due January 31

Campaign Statements

Annual Campaign Statements – Exemptions

Annual Campaign Statements are not owed by:

- **Committees that file a report due in December**
- **Committees of Incumbent Judges**
- **Committees with a (valid) Reporting Waiver**
- **Committees of officeholders whose salary is less than \$100.00 a month and who do not have any financial activity during the coverage period**

Campaign Statements

Timely Filing

- Campaign Statements hand delivered, sent by first class mail or any other means must be received on the filing deadline
- Pre Election Statements sent by certified or registered mail or an overnight delivery service will be timely if post marked 2 days before the filing deadline
- Post Election and Annual Statements sent by certified or registered mail or an overnight delivery service will be timely if post marked on or before the filing deadline
- Late Filing Fees may apply and are based on each business day the statement is late.
- All late filing fee have a maximum assessment.

Campaign Statements

Annual Statement Late Filing Fees

- All Local Committees– Late Fee of \$25 per business day/ Maximum \$500.00
- State Level and Judicial Committees are assessed fees on separate schedules. See any CFR Manual
- Select here to view the [Late Filing Fee Chart](#)

Campaign Statements

Pre & Post Election Statement

Late Filing Fees

- **All Committees that raised \$10,000.00 or less during previous 2 years – Late Fee of \$25 per business day/ Maximum \$500.00**
- **All Committees that raised more than \$10,000.00 during the previous 2 years (all fees per business day):**
 - Day 1 – 3 Late Fee of \$25 each day**
 - Day 4 – 10 Late Fee of \$50 each day**
 - Day 11 – 16 Late Fee of \$100 each day**
 - Maximum \$1000.00**

Campaign Statements

Cover Page

- Required with every original or amended campaign statement
- Provides information about the committee and the report being filed
- Can be signed by the Treasurer or Designated Record Keeper
- Committee may dissolve (if applicable) by checking dissolution box and providing a date of dissolution
- Select here to view a Candidate Committee [Cover Page](#)

Campaign Statements

Summary Page

- Provides a summary of how much money the committee has spent and received
- Required with every original campaign statement and if needed to report changes on an amendment
- Beginning Balance must reflect the ending balance from the previous report or \$0 for the first report filed.
- Committees should never start or end a report with a negative balance
- Cumulative for Election Cycle or Calendar year is required under Column II
- Select here to view a Candidate Committee [Summary Page](#)

Campaign Statements

Contributions and Other Receipts

- **Contributions are things of value given to the committee to influence voters. There are 2 types:**
 - Direct = Money**
 - In-kind = Goods and Services**
- **Other Receipts are funds coming into the committee that are not to influence the voters...such as Interest.**
- **Direct, In-kind and Other receipts are reported on different schedules.**
- **Information needed to fill out the forms includes the name, address, date, amount, cumulative contribution and if over \$100.00 the occupation and employer of the contribution**

Campaign Statements

Direct Contributions

- All contributions of money or in-kind goods or services must be disclosed (including candidate's) regardless of amount
- All contributions (both direct and in-kind) accumulate together toward contribution limits throughout the election cycle

Select here to view a Candidate Committee [Direct Contribution Schedule](#)

Campaign Statements

In-Kind Contributions

- In-kind means a contribution of goods or services (not money)
- The value of goods or services counts towards contributions limits for the election cycle (accumulates with direct contributions)
- The value reported must reflect usual and normal market value (the value of special discounts would count as an in-kind contribution)
- In-kind contributions must be disclosed regardless of the amount (includes those from the candidate)
- Select here to view a Candidate Committee [In-kind Contribution Schedule](#)

Campaign Statements

Contribution Exceptions

The following are not considered contributions, but must be recorded and tracked by the committee to determine when a contribution is given

- A volunteer's personal services – not to be reimbursed
- A volunteer's travel and lodging up to \$500 per year
- A volunteer's donation of food and beverages up to \$100 per year

Campaign Statements

Election Cycles for the 2012 General Election

Election Cycles are used to determine how to accumulate contributions and expenditures for reporting purposes and to avoid violating the MCFA by accepting or making an excess contribution

| ELECTION DATE | ELECTION CYCLE BEGINS | ELECTION CYCLE ENDS |
|---------------------------|--------------------------|------------------------|
| 11/6/12 (8 year cycle) | 11/3/04 | 11/6/12 |
| 11/6/12 (6 year cycle) | 11/8/06 | 11/6/12 |
| 11/6/12 (4 year cycle) | 11/5/08 | 11/6/12 |
| 11/6/12 (2 year cycle) | 11/3/10 | 11/6/12 |

Campaign Statements

Election Cycle Contribution Limits

State Level Offices

| State Office | Individual or Political Committees | Independent Committees and District/County Political Party Committees | State Central Political Party Committees |
|-------------------------|---|--|---|
| Representative | \$500 | \$5,000 | \$5,000 |
| Senator | \$1,000 | \$10,000 | \$10,000 |
| Statewide* | \$3,400 | \$34,000 | \$68,000 |

***Does not apply to judicial offices other than
Supreme Court or Gubernatorial Committee receiving
Public Funding**

Campaign Statements

Election Cycle Contribution Limits

Local and Judicial

| Population of District for Office | Individual or Political Committee | Independent Committee and District/County Political Party Committees | State Central Political Party Committee |
|---|---|---|---|
| Up to 85,000 | \$500 | \$5,000 | \$5,000 |
| 85,001 - 250,000 | \$1,000 | \$10,000 | \$10,000 |
| Over 250,000 | \$3,400 | \$34,000 | \$34,000 |

Limits apply to all judicial offices other than supreme court

Campaign Statements Prohibited Contributions

- Labor Unions*
- Corporations* (Limited Liability Companies, Sole Proprietorships and Partnerships are allowed)
- Domestic Dependent Sovereigns (Indian Tribes)*
- Public Body Funds or use of Public Facilities
- Detroit Casino and Supplier Licensees*
- Foreign Nationals (Federal Prohibition)
- Other Candidate Committees (Tickets to another candidate fundraiser allowed - \$100/year max)
- Anonymous (Must be donated to a charity)
- Cash over \$20
- Excess Contributions
- Earmarked
- Made in the Name of Another

***Does not apply to Ballot Question Committees**

Campaign Statements

Return of Contributions

- **Contributions returned to a contributor within 30 business days after the date of receipt are not viewed as a “contribution” under the Campaign Finance Act**
- **If funds are deposited, the receipt and return must be reported on the next campaign statement (a copy of the letter and check returning the contribution are to be submitted to the filing official immediately)**
- **Funds returned before being deposited do not need to be reported**

Campaign Statements

Candidate and Immediate Family Contributions

- Candidate and immediate family contributions are unlimited (to candidate's own committee)
- Immediate family means the candidate's spouse, a child residing in the candidate's home or a person claimed by the candidate or spouse as a dependent for federal tax purposes
- All candidate and immediate family contributions (direct and in-kind) must be disclosed – Loans must be designated as such when received

Campaign Statements

Reporting Contributions on the Forms

- All Contributions must be reported on Forms (Zero Floor Reporting)
- Required information is on the form: Name, Address, Date, Amount and Cumulative (cycle or calendar year)
- For individuals contributing over \$100, the occupation, employer and business address also required
- Memo Itemizations:
 - Required when a contribution is received from a group not registered as a committee (such as a block club)
 - Contributor must provide a list of those persons contributing towards the contribution (may use LIFO)
 - Name, address, date and amount is required
 - Persons listed are not considered to have given a contribution to the candidate committee

Campaign Statements

Contribution Memo Itemization Example

| | | |
|--|--|---------|
| Type of Contribution: <input checked="" type="checkbox"/> Direct <input checked="" type="checkbox"/> Loan from a person <input type="checkbox"/> Fund Raiser 3. Contribution # <u>3</u> PNC Receipt? <input type="checkbox"/> YES 4. Date of Receipt <u>02/10/2000</u> Name: <u>LINCOLN BLOCK CLUB</u> Address: <u>123 LINCOLN AVE</u> <u>ELMWOOD MI 48000</u> 5. If over \$100.00 cumulative, please provide: Occupation _____ Employer _____ Business Address _____ Type of Contribution: <input checked="" type="checkbox"/> Direct <input type="checkbox"/> Loan from a person <input type="checkbox"/> Fund Raiser 3. Contribution # <u>4</u> PNC Receipt? <input type="checkbox"/> YES 4. Date of Receipt <u>02/09/2000</u> Name: <u>ANDREW WILSON</u> Address: <u>134 LINCOLN AVE</u> <u>ELMWOOD MI</u> 5. If over \$100.00 cumulative, please provide: Occupation <u>FORK LIFT DRIVER</u> Employer <u>MICHIGAN LUMBER INC</u> Business Address <u>123 WOODLAND DR</u> <u>ELMWOOD MI 48000</u> Type of Contribution: <input checked="" type="checkbox"/> Direct <input type="checkbox"/> Loan from a person <input type="checkbox"/> Fund Raiser | 300.00 Memo - itemization below | 300.00 |
| Type of Contribution: <input checked="" type="checkbox"/> Direct <input type="checkbox"/> Loan from a person <input type="checkbox"/> Fund Raiser 3. Contribution # <u>4</u> PNC Receipt? <input type="checkbox"/> YES 4. Date of Receipt <u>02/09/2000</u> Name: <u>ANDREW WILSON</u> Address: <u>134 LINCOLN AVE</u> <u>ELMWOOD MI</u> 5. If over \$100.00 cumulative, please provide: Occupation <u>FORK LIFT DRIVER</u> Employer <u>MICHIGAN LUMBER INC</u> Business Address <u>123 WOODLAND DR</u> <u>ELMWOOD MI 48000</u> Type of Contribution: <input checked="" type="checkbox"/> Direct <input type="checkbox"/> Loan from a person <input type="checkbox"/> Fund Raiser | (150.00) Memo - itemization | |
| Page Subtotal | 1450.00 | |
| Grand Total of All Schedules 1A (Complete on last page of Schedule) | | 1450.00 |

Campaign Statements

Other Receipts

- Other Receipts are receipts of money such as interest received from a bank, refunds or rebates
- Other Receipts are not contributions to further the nomination or election of the candidate
- Other Receipts do not count towards contribution limits
- Information needed for the form includes the name, address, date, amount and type of receipts
- Select here to view a Candidate Committee [Other Receipts Schedule](#)

Campaign Statements

Expenditures

Expenditures are payments made to influence voters. There are several types:

Direct = Money

- Get-Out-the Vote
- Officeholder Incidental Disbursements
- Independent

In-kind = Goods and Services

- Direct, In-kind, etc are reported on different schedules.

Campaign Statements

Direct Expenditures

- All expenditures to a another committee are disclosed regardless of amount (Zero floor Reporting)
- Other expenditures to a vendor or non committee must be disclosed when total to a single recipient exceeds \$50 for the reporting period
- Expenditures over \$50 must be by written instrument
- Petty cash expenditures limited to \$50
- Information needed to be reported includes the name, address, date, amount and purpose of the expenditure.
- Select here to view a Candidate Committee [Direct Expenditure Schedule](#)

Campaign Statements

Memo Itemization of an Expenditure

- **Required when the committee makes an expenditure to a person that has paid more than \$50.00 to another person on behalf of the committee**
 - **Vendors, Consultants or Campaign Workers**
 - **Credit Card Payments**
 - **Reimbursements**
- **Vendors must provide committees with a list of those sub-contractors or other persons compensated more than \$50 by the vendor**
- **Name, address, date, purpose and amount are required for each person compensated more than \$50 on behalf of the committee by the person receiving the initial payment**

Campaign Statements

Expenditure Memo Itemization Example

| | | | |
|---|---|---|-----------------|
| <p>Expenditure # 4</p> <p>Name: DOWNTOWN CONSULTANTS</p> <p>Address: 123 LINCOLN BLVD</p> <p style="text-align: center;">RIVERTOWN MI 40000</p> <p><input type="checkbox"/> Fund Raiser</p> | <p>Purpose: <u>FIRM HIRED TO DO TV ADS</u></p> <p>Expenditure Code <u>CN</u></p> <p><input type="checkbox"/> Check box if this expenditure is payment of debt or obligation reported on previous statement.</p> | <p>12/01/2000</p> <p>Memo - itemization below</p> | <p>500.00</p> |
| <p>Expenditure # 5</p> <p>Name: WJMI TV</p> <p>Address: 123 TELEVISION WAY</p> <p style="text-align: center;">ELMDALE MI 40000</p> <p><input type="checkbox"/> Fund Raiser</p> | <p>Purpose: <u>SUB VENDOR/TV AD</u></p> <p>Expenditure Code <u>BA</u></p> <p><input type="checkbox"/> Check box if this expenditure is payment of debt or obligation reported on previous statement.</p> | <p>12/01/2000</p> <p>Memo - itemization</p> | <p>(400.00)</p> |

Campaign Statements

Get Out The Vote Expenditures (GOTV)

- These are election day expenses such as:
 - Busing voters to the polls
 - Slate Cards
 - Poll workers, challengers, watchers
 - Other get-out-the-vote activity
- All GOTV expenditures are reported regardless of amount (Zero Floor Reporting)
- Select here to view a Candidate Committee [GOTV Schedule](#)

Campaign Statements

In-Kind Expenditures

- In-kind expenditures of goods or services given to another person or committee (such as the donation of a used computer to a charity)
- Amount is not subtracted from committee account as only goods or services are donated – not money
- Select here to view a Candidate Committee [In-kind Expenditure Schedule](#)

Campaign Statements

Disbursements for Officeholder Expenses

- Allowed for incumbent officials only
- Not for election related purposes
- Must meet certain criteria provided in the MCFA
 - district office
 - constituent expenses
 - etc
- May not be made once an official leaves office except to pay existing debts
- Select here to view a Candidate Committee [Officeholder Expense Schedule](#)

Campaign Statements

Debts and Obligations

- Used to provide a summary of all debts and obligations outstanding at the end of the reporting period
- Payments are disclosed on this form as well as on Expenditure Schedule
- Separate forms are used to disclose debts owed to the committee and debts owed by the committee
- Used to disclose the name of any person who endorses a bank loan for the committee
- Select here to view a Candidate Committee [Debts and Obligations Schedule](#)

Campaign Statements

Fund Raiser Schedule

- Used to provide a summary of receipts and expenditures associated with each event held by the committee
- Receipt and expenditure schedules are filed in addition to the Fund Raiser Schedule
- Discloses information concerning any co-sponsors
- No bingo, millionaire party or other events requiring licensing permitted
- One event per schedule page
- Select here to view a Candidate Committee [Fund Raiser Schedule](#)

Campaign Statement

Reviews for Errors or Omissions

- Determine if the Cover Page is properly completed and if the Summary Page is mathematically correct
- Look for missing names, addresses, dates, amounts, cumulatives, occupation and employer information or improperly recorded debts and loans
- Look for excess contributions to candidates
- Look for other prohibited contributions like cash, anonymous, etc.
- Look for prohibited expenditures such as candidate to candidate contributions
- Check for missing Schedule Pages
- Send a Notice of Error or Omission if clarifications are needed.

2012 Late Contribution Reports

- If a committee receives a contribution direct or in-kind from any single contributor (including the candidate) of \$200.00 or more from the 15th through the 3rd day before an election - a separate Late Contribution Report must be filed within 48 hours of receipt:

Primary Election
7/23/2012 - 8/4/2012

General Election
10/22/2012 - 11/3/2012

- Late Contribution Report Form
- Contributions must still be disclosed on the Post Election Statement - File a separate report within 48 hours for each date on which a late contributions was received
- Late Contribution Report late filing fees accrue up to maximum of \$2000.00
- Electronic Filing: If you are required to file electronically, these must be filed using the online system using e-IDR program (Immediate Disclosure Reporting).

Notifying Committees of Requirements

Notices, Fees & Referrals

Based on the information in your office, a determination can be made of what is owed by each committee and when it is appropriate to send a Notice. Below are the three standard notices that are sent to committees.

- **Failure to File** - Notify committees within 4 business days when required filings are not submitted. Refer to AG/County Prosecutor between 9th and 12th Business Day following the due date
- **Late Fees** – Notify committees when a statement is not filed on time based on the schedules provided under the Campaign Finance Act
 - Unpaid fees are referred to the County Treasurer for collection
 - Fees may be appealed for “good cause”
- **Error or Omission** – Notify committees when clarifications or corrections are needed to a Campaign Statement

Notifying Committees of Requirements Notices, Fees & Referrals

- All notices are sent to committees at the most recent mailing address of record - Failure to receive the notice does not relieve the committee of the obligation to respond
- Committees that fail to respond to a notice or pay a late fee are referred to the appropriate agency
- Candidates are required to sign statements attesting they have no outstanding notices or late fees for any committee when applying for the ballot and prior to taking office – penalties are listed on the forms

Dissolving a Committee

Committees that no longer wish to be required to file must be dissolved. The requirements to dissolve are provided below. A dissolved committee no longer has any filing obligations.

- **The committee must bring all debts and assets to \$0.00 and provide the date of dissolution on the Cover Page of the final report**
- **All required reports must be filed**
- **All outstanding notices and fees must be resolved**
- **Incumbent Candidates cannot dissolve their committee until they are no longer eligible to run for the office again**
- **The Single Page Dissolution Form is only used by a committee with a Reporting Waiver**
- **Reporting Waiver candidate committees can be automatically dissolved**

Identification Requirements on Ads

- All paid political ads must contain an identifier (other than those paid by individuals, acting alone, who are not candidates)
- Print ads must contain - “Paid for by (Name and Address of Committee)”
- Broadcast ads must contain - “Paid for by (Name of Committee)”
- Detailed information concerning identification requirements and a list of exempted items provided in the Appendix I of the CFR Manuals
- Committees (except Candidates) must also indicate paid for with “Regulated Funds”

Filing a Complaint Form

- All complaint must be filed on prescribed Complaint Form available on the Bureau of Elections web site
- All complaints must be signed with the prescribed certification statement on the form and there are no anonymous complaints
- All parties to a complaint are notified in writing concerning the disposition of the complaint
- Filed complaints that do not meet all of the requirements of the complaint process will be dismissed

Declaratory Rulings and Interpretive Statements

The Act allows committees or interested parties needing clarification of the requirements of the Act to request a Declaratory Ruling. In some instances, an Interpretive statement will be issued from the request. The differences are provided below.

- Declaratory Rulings are binding on all parties and carry the force of law (formal)
- Interpretive Statements provide information and interpretation of the law (less formal)
- These rulings are provided by the Legal and Regulatory Services Administration (LRSA) at the Secretary of State
- Specific time frames for LRSA to follow are detailed in any CFR manual
- Select here to access all of the [Declaratory Rulings and Interpretive Statements](#)

PURGING YOUR FILES

The Act provides that you can purge your files according to the following schedule.

- Statement of Organization must be kept for 5 years beyond dissolution of the committee (or 15 years if over \$50,000)
- Any other statements must be kept for 5 years (or 15 years if over \$50,000)
- After the preservation period, the documents may be destroyed



THANK YOU
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